



**2010 CENSUS
U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
New York Regional Census Center**

**OPENING DATE: December 11, 2009
CLOSING DATE: December 28, 2009**

**Recruiting Bulletin No. NY-AMFO-09-60
Number of Vacancies: ONE (1)**

POSITION TITLE: Assistant Manager for Field Operations (AMFO)

PAY RATE: \$26.25

EXCEPTED SERVICE APPOINTMENT: Schedule A Appointment, not-to-exceed September 25, 2010.
May be extended beyond 09/25/2010, based on continuing work needs.

**AREA OF CONSIDERATION: All U.S. Citizens residing in the following New York County:
Queens**

DUTY STATION: Queens County, New York

WHO MAY APPLY: All U.S. Citizens residing in the area of consideration (see above).

WORK SCHEDULE: This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program.

DUTIES: Assistant Manager for Field Operations (AMFO): Responsible for the direct supervision of 10-15 Field Operations and Office Operations supervisors and the indirect supervision of approximately 400-600 crew leaders and enumerators, at peak operation, who work outside the ELCO/LCO. Incumbent is responsible for accomplishing production and quality goals in field operations under their span of control. Conducts individual and group training sessions for their personnel as necessary. Directly supervises the activities of Field Operations Supervisors. Determines assignment areas for data collection activities. Manages material and assignment preparation for all field operations in their control. Responsible for the activities of the entire field workforce and several office workers during all field operations under their control. Responsible for the completion of field work in a timely and cost efficient manner. Assures that specific levels of quality and progress of field operations are being met through analysis of various computer generated reports and observation. Takes necessary corrective action to achieve goals. Acts as the principal technical advisor on field operations in the ELCO/LCO, answering inquiries from the Office Manager, and Field Operations Supervisors. Responsible for the successful completion of all assigned field operations. Will supervise enumerators and or crew leaders, in smaller field operations, when no Crew Leader or Field Operations Supervisor is authorized.

QUALIFICATIONS: To qualify for the Assistant Manager for Field Operation position, all applicants **MUST:**

- 1) Pass a written management test; and
- 2) Have at least the minimum experience in each of the three areas contained in the **Evaluation Criteria Statement**. Your experience for all three must be at least at the level described as “c” in the attached Evaluation Criteria Statement for the **Assistant Manager for Field Operation**. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria Statements in, select the letter that best describes your experience. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must chose one of the lower levels that you do meet in full.

HOW TO APPLY

STEP ONE- Testing:

- ❖ Contact the **Local Census Office** to schedule an appointment to take the Census Supervisor Test (D-270), by the closing date of this bulletin (12/27/2009). Please call: **1-347-231-1140**
- ❖ If you have already taken and passed the Census Supervisor Test (within the last two years), you do not need to take the test again. (**Go to Step Two**)
- ❖ Applicants **MUST** bring the following documentation to the testing session:
 - **Two** forms of **current** acceptable identification (one must be a government issued picture ID). A list of acceptable identification has been provided below.
 - List of **three** references (personal or professional not related to you) name and phone number.
 - DD-214, Certificate or Release or Discharge from Active Duty (*if applicable*).
 - SF-15, Application for 10-Point Veteran Preference (*if applicable*) and supporting documentation.
- ❖ Applicants will complete the following forms at the testing session:
 - BC-170D, Census Employment Inquiry
 - OF-306, Declaration for Federal Employment
 - I-9, Employment Eligibility Verification
 - D-237, Certificate of VSIP or “Buyout” (*if applicable*)
 - D-270, Census Supervisor Test

STEP TWO- Application:

❖ **Submit the following application materials:**

- *OF-306, Declaration for Federal Employment* (PDF version is available on our New York Regional Office website, or at OPM.gov).
- *OF-612, Optional Application for Federal Employment* (PDF version is available on our Regional website, or at OPM.gov), **OR** a Resume. An Application for Federal Employment, SF-171 (obsolete), may also be used. **The following must be included on the OF-612 or Resume:**
 - Recruiting Bulletin number (e.g. NY-AMFO-09-60) & title of position.
 - Your full name (first, middle & last), mailing address (including zip), day and evening phone numbers (with area code), and e-mail address.
 - Social Security Number
 - List of your work duties and accomplishments relating to the job for which you are applying; paid and non-paid related work experience. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates (month/year), hours per week (full-time or part-time), salary, and indicate if we may contact your current supervisor/employer.
 - Country of citizenship (**this Federal position requires U.S. citizenship**).
 - List of **three** references (personal or professional not related to you) name and phone number.
 - Individuals with a disability may request reasonable accommodations by calling ([1-347-231-1140](tel:1-347-231-1140)).
- ***Evaluation Criteria Statement-*** for each position and location you are applying for. A guide to help you complete the Evaluation Criteria Statement has been provided below in **Step Three** (**Evaluation Criteria Statement-Tips**).
 - Failure to provide the required application materials and information may result in loss of consideration.
 - Application materials submitted via email **will not be accepted**.
 - **Application materials may be submitted in person at the testing session.**
 - **Applicants who have already taken and passed the Supervisor Test (D-270) mail your application materials including the evaluation criteria statement to:**

U.S. Census Bureau
330 West 34th Street – 13th Floor
New York, NY 10001
Attn: Administrative Department

❖ APPLICATION DEADLINE:

All application must be received by the closing date of the recruiting bulletin. Applications received after this due date will not be considered.

STEP THREE – REVIEW THE FOLLOWING:

❖ EVALUATION CRITERIA STATEMENT-TIPS

- You **must** complete the Evaluation Criteria Statement for **all** positions and/or location you are applying for.
- In “Column A”, circle the answer which best fits your experience; circle an answer for **all three** questions.
- In “Column B”:
 - Write the specific name of the position (as listed on your OF-612/Resume), for all three questions, which supports your answer; *or*
 - If your supporting experience is *not* listed on your OF-612/Resume, write the employer’s name & address, title of position, dates of employment, and a **detailed** description of the experience which supports your answer.
- Your answer to all three questions **must** be supported by: your OF-612/Resume, **OR** by a complete description in Column B. Failure to support your answers with a detailed description of your experience, may result in a lower rating, or loss of consideration.
- When describing your experience on the OF-612/Resume, or in Column B- include the actual (or estimated) number of employees you supervised. Also include the level of management you worked at (i.e. General Manager, First-Line Supervisor...), the number of management levels and a detailed answer for each part of the question.



Each position has a
different Evaluation
Criteria Statement

EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR RECRUITING

COLUMN A	COLUMN B
<p>Applicants are required to answer each of the three questions below in Column A by circling the best response and completing the corresponding information in Column B.</p> <p>1. Please select the answer that best describes your experience managing a time critical recruitment operation.</p> <p>a. I have managed a geographically dispersed team of recruiters that included all of the following: a) managing at least two levels tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); b) managing more than 20 employees; and that c) included all of the following responsibilities: directing and controlling all recruiting and testing functions; being responsible for the accomplishment recruitment goals; and development of recruitment strategies.</p> <p>b. I have managed limited recruiting activities including a) managing at least one level tier of subordinate management (e.g. I supervised supervisor(s) or team lead(s)); b) managing equal more than 10 employees; and c) included some of the following responsibilities: administering the testing of applicants, accomplishing recruiting goals, and implementing recruiting strategies.</p> <p>c. I have been a recruiter and have supervised a staff of employees, but have not had to supervise another recruiter supervisor team-lead or I have supervised one level tier of subordinate management, but the staff I managed was less than 10 employees. I have also been responsible for some of the following tasks: administering applicant testing, carrying out recruitment strategies and meeting individual recruiting goals.</p> <p>d. My experience is less than what is described above.</p>	<p>Applicants are also required to complete the following.</p> <p>1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <u>OR</u></p> <p>2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <u>must include</u> the employer's name and address, the title of the position, and the dates of employment.</p> <p><i>Response must support answer circled in Column A.</i></p> <p>XYZ Company 1234 Any Ave, New York ,NY 10001 Project Manager, 5/2000-10/2005 As a Project Manager, I managed a staff of <u>12</u> employees; I was the <u>first-line</u> supervisor. As a manager, I worked with the HR Dept. to determine the hiring need. I then created a strategy to</p>

Circle the appropriate answer in Column A

Support your answer by completing Column B. Your answer must be supported by information provided in Column B, or on your OF-612/Resume.

ADDITIONAL INFORMATION

❖ CONDITIONS OF EMPLOYMENT

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- Payment of relocation expenses IS NOT authorized
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- **Applicants must be 18 years of age or older to be hired.**
- Veteran's Preference –Applicants who do not provide the supporting documentation for the 10-point preference, but do provide the documentation for the 5-point preference, will receive the 5-point preference only (until the documentation for the 10-point preference is received).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes **will not be accepted**.

❖ EXAMPLES OF ACCEPTABLE IDENTIFICATION

The following is an *example* list of acceptable identification documents. These documents will be used to: 1) establish your identity, and 2) your employment eligibility. You are required to provide **two** documents, **one document from list A and one document from list B.**

Provide **one** picture identification: Must be a Federal or State issued ID with your picture on it.

Must be a valid ID- *not* expired. Some examples include, but are not limited to:

A

- U.S. Passport
- Driver's License or State ID card
- U.S. Military card or Military dependent's ID card
- Photo ID issued by federal, state, or local government agencies or entities

Second identification- some examples include, but are not limited to:

B

- U.S. Social Security card
- Original, or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal.
- Native American tribal document
- U.S. Citizen ID card (Form I-197)

For further information on this vacancy you may contact the Administrative Department at, 1-212-971-8807.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF
RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL
ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE
ORGANIZATION, OR OTHER NON-MERIT FACTOR



Applicant Name _____ (Print) County/Office Location _____

Applicants must complete the form below addressing each of the following and submit with Application.

**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR FIELD OPERATIONS**

COLUMN A**COLUMN B**

Applicants are required to answer each of the three questions below in Column A by circling the best response and supporting that response in Column B.

Applicants are also required to complete the following.

1. Indicate the job from your attached resume or other application form that verifies the answer you selected.
OR
2. Write in the space below your experience that supports your answer. In addition to listing your experience, you **must include** the employer's name and address, the title of the position, and the dates of employment.

1. Please select the answer that best describes your experience managing time-critical production or quality control operation.

Response must support answer circled in Column A.

- a. As my primary responsibility, I have experience with **all** of the following: managing a staff of 50 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s); managing employees who worked in multiple geographic locations; **and** analyzing budget, quality, and production data reports in order to identify problems and **implement** corrective actions.
- b. As my primary responsibility in a former position, I have experience with **both** of the following: managing a staff of 20 or more employees that included at least two levels of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); **and** analyzing budget, quality, and production data in order to identify problems and **implement** corrective actions.
- c. I have experience with **both** of the following: managing at least 10 employees through one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); **and** using various management reports to identify problems and **recommend or implement** corrective actions.
- d. My experience is less than what is described above.

2. Please select the answer that best describes your experience in training, developing, and disciplining employees. (Circle the appropriate letter.)

- a. I have experience making critical personnel decisions for a staff of at least 50 people. Specifically, for this office, I was responsible for all of the following: training, evaluating, promoting **and** disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates. I was directly responsible for promoting employees **and** I have been responsible for the termination/firing of employees.

Applicant Name _____ (Print) County/Office location _____

Applicants must complete the form below addressing each of the following and submit with Application**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR FIELD OPERATIONS****COLUMN A****COLUMN B**

- b. I have experience making critical personnel decisions for a staff of at least 20 people. Specifically, I was responsible for all of the following: training, evaluating **and** disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates. I have been responsible for the termination/firing of **at least one** employee.
- c. I have experience making critical personnel decisions for a staff of at least 10 people. Specifically, I was responsible for all of the following: training, evaluating **and** disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates, but I did not have to fire/terminate an employee.
- d. My experience is less than what is described above.

*Response must support answer circled in Column A.***3. Please select the answer that best describes your experience demonstrating the ability to establish effective working relationships with organizations with unique cultural, community, religious or other characteristics.**

- a. I have experience establishing working relationships with diverse **cultural, community, religious, or other nongovernmental organizations** to gain support or participation in organizational programs. This experience included preparing and giving speeches and/or presentations to these unique organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.
- b. I have experience establishing working relationships with organizations outside of my place of employment to gain support or participation in organizational programs. However, these organizations were not diverse **cultural, community, religious, or other nongovernmental organizations**. This experience included preparing and giving speeches and/or presentations to these organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.
- c. I have experience establishing working relationships with different branches or sections within my organization to gain support or participation in organizational programs. My communication was limited primarily to **internal** customers within my organization. This experience included preparing and giving speeches and/or presentations to these internal customers.
- d. My experience is less than what is described above.

Response must support answer circled in Column A.